



☒ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Attorney V	<i>Assistant General Counsel</i>
NAME OF INCUMBENT:	POSITION NUMBER:
Vacant	397-100-5781-001
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Fiscal Policy and Administration	Vacant
DIVISION:	SUPERVISOR'S CLASSIFICATION:
	General Counsel
BRANCH:	REVISION DATE:
	1/7/2022
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Requires DMV Pull Notice <input checked="" type="checkbox"/> Travel May be Required </div> <div style="width: 50%;"> <input type="checkbox"/> Call Center/Counter Environment <input type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input type="checkbox"/> Other (<i>specify below in Description</i>) </div> </div>	
Click here to enter text.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
<p>Under the general direction of the Labor and Workforce Development Agency (LWDA)'s General Counsel, the Attorney V uses broad discretion and works highly independently as a top legal expert in such areas as high-profile State and federal litigation, audits and special investigations, new and innovative public policy concepts and legislation, complicated personnel disputes, complex privacy and data-exchange matters, and sensitive record disclosure issues. As the LWDA's Assistant General Counsel, the incumbent represents LWDA and seven major departments, boards, and panels that serve California businesses and workers.</p> <p>The incumbent specializes in government, employment, State civil service, and records disclosure and privacy laws. The Attorney V frequently provides in-house counsel and strategic guidance to the LWDA's Secretary, Undersecretary, General Counsel, and executive team on the most complex, innovative, and sensitive topics. The Attorney V also acts as lead attorney on LWDA or multi-agency working groups or team projects that require specialized or technical knowledge and skills. Travel may be required.</p>	

	Essential Functions
35%	Independently provides highly specialized and expert legal advice and counsel to the Secretary, Undersecretary, General Counsel, and executive team on a variety of complex and difficult legal matters, including audits and special investigations, new and innovative public policy concepts and legislation, complicated personnel disputes, complex privacy and data-exchange matters, and sensitive record disclosure issues. Given the complexity and difficulty of such legal matters, such advice and counsel will typically require novel and innovative solutions that result in new state- or Agency-wide initiatives. Serves as the lead attorney in working on, planning, directing, or participating in projects that span multiple units of government, such as the LWDA, the Legislature, the Governor's Office, other agencies, or other units within the jurisdiction of the LWDA. In serving as the lead attorney in such projects, the incumbent will represent the LWDA and its units; have regular communication with top government officials, including high-level appointees of the Governor; and develop partnerships among various stakeholders to ensure successful implementation of novel and innovative solutions. This may include highly sensitive political negotiations across the state and party factions.
30%	Independently provides highly specialized and expert legal advice and counsel to the Secretary, Undersecretary, General Counsel, and executive team on the most complex and most difficult legal matters in State and federal litigation, including such litigation involving the defense of units within LWDA, state programs, or state statutes. Such defensive litigation will primarily relate to challenges to new state programs or statutes, requiring the highest level of expertise, innovative solutions, and advice and counsel on novel legal issues. Serves as the lead attorney in such litigation, including through coordinating the response to such litigation through working with personnel in LWDA, the Governor's Office, the Attorney General's Office, other agencies, or units within the jurisdiction of the LWDA. Serves as the lead attorney in litigation with opposing counsel who have a high level of specialization, including in issues of constitutional law, government law, employment law, and compliance with California's civil service laws. In addition to coordinating the LWDA's response to the litigation, participates actively in such litigation through, among other things, independently developing the legal strategy to resolve the case successfully, and independently drafting, reviewing, or editing legal or related documents.
30%	Serves as the lead in-house counsel and legal subject matter expert to independently oversee, participate in, or provide expert advice on various legal issues related to the LWDA, including, but not limited to, issues involving: the Civil Service Act, Fair Employment and Housing Act, the Government Code, Public Records Act, Administrative Procedures Act, Bagley-Keene Act, State Administrative Manual, conflicts of interest, incompatible activities, rulemaking review and oversight, high level litigation issues, and workforce and job services programs. Participation includes, but is not limited to, duties of research and drafting, reviewing, or editing documents.
	Marginal Functions
5%	Other duties as assigned.

4. WORK ENVIRONMENT (Choose all that apply)		
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%	
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment	
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%	
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%	
Other: Telework is an option, potentially on a hybrid full-time basis.		
Type of Environment: <input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:		
Interaction with Customers: <input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input checked="" type="checkbox"/> Required to assist customers on the phone <input type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other:		
5. SUPERVISION EXERCISED: (List total per each classification of staff)		
None.		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:		Date:
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:		Date:
7. HRSD USE ONLY		
Personnel Management Group (PMG) Approval		
<input type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.		
Reasonable Accommodation Unit use ONLY (completed after appointment, if needed) <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made:		

Civil Service Classification

Attorney V

Position Number

397-100-5781-001

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file